

~~SECRET~~ CONFIDENTIAL
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 23 February 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 14 - 21 February 1956

✓ 1. A letter was written by a Student to the Chief, Contacts Division/CO summarizing the tradecraft portion of Operations Support in which he recommended that this course be made available to Contact/Specialists. A copy of this letter was made available to us and has been forwarded to [] for inclusion in [] file.

25X1 2. [] is currently working on materials for a Tradecraft Case Book (materials from overt publications only) to be used in conjunction with the Tradecraft Manual.

25X1 3. The list of subjects submitted by [] for the briefing of [] covers 22 topics. We have recommended that the Records Integration functions be handled by a tour to be arranged by []. It is felt that this entire briefing will have to be played by ear inasmuch as it has not been possible to determine the extent of [] background in the DDP area. Upon completion of this training, a memorandum of subjects covered will be forwarded to [] through the Office of the Registrar.

25X1 ✓ 4. [] spent Monday and Tuesday at [] presenting finance materials.

25X1 5. [] is presently working on a pamphlet for general distribution called "What About Allowances". This pamphlet is intended to brief all personnel going overseas on what they are entitled to receive. [] made an orientation trip to []

25X1 25X1 []

6. The film "Curtain Up On Communism" was reviewed and will be used in the next Administrative Procedures Course.